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Department of Administration
Division of Public Works

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October 26, 2022

REQUEST FOR QUALIFICATIONS

TO: Design-Build Contractors

FROM: Pat Donaldson, Administrator
Division of Public Works

A handwritten signature in blue ink, appearing to read "Pat Donaldson", is written over the "FROM:" line.

SUBJECT: DPW PROJECT NO. 22362
OAU Stepdown Housing, SWITC: Demolition Phase
Department of Health and Welfare (DHW)
Nampa, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on December 7, 2022, for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Nicole Cecil, Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 332-1905
nicole.cecil@adm.idaho.gov

An informational meeting will be held in person on November 8, 2022, at 10:00 a.m. MT. This meeting is not mandatory. Participants will meet at SWITC, 1660 11th Ave. N., Nampa ID, in front of Whitehall. There will be a short presentation by the Owner followed by a 30–60-minute walking tour of the campus and the buildings slated for demolition.

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Department of Health and Welfare (Agency) and the Design-Build team.

The Design-Build team shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Design-Build team shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

The Division of Family and Community Services has been allocated general funds for the demolition of several buildings on the Southwest Idaho Treatment Center (SWITC) campus that have not been used for some time and are beyond repair. There will be a future phase the construction of an Observation and Assessment Unit and Step-Down Housing on this campus, however, the demolition of the existing buildings is a priority at this time.

The scope of the project is to identify utilities and existing building foundations. Accurate documentation of existing site conditions is necessary. Determine the existing utility connections that should be pulled back (close to buildings) and/or terminated. Any utilities that require shut down will need to be documented clearly and coordinated for the least impact to adjacent buildings that will remain in operation. Demolition will include removal of debris to an approved site, tearing out foundation, and stripping utilities. Each site should receive clean backfill or structural backfill with the finished surface matching the adjacent areas surrounding the building site.

Owner will be responsible for providing the most up-to-date drawings available for each building, survey of hazardous materials, soils testing, and third-party asbestos abatement during demolition. The Owner also has a memorandum summary of the water rights for the property and adjacent City of Nampa golf courses. All other surveys and testing will be the responsibility of the Design-Build Team.

The Design-Build Team will need to coordinate work and site activities as needed to support other managed activities such as asbestos abatement, surveys, and infrastructure. This includes coordination with outside jurisdictions such as The City of Nampa.

Adherence to campus access and security protocol is mandatory. Protection of the remaining existing facilities, landscaping, driveways, and surrounding areas is required.

Through coordination with SWITC management and FACS administration, below is the prioritized list that has been developed, in ranked order, for the demolition of buildings:

1. Cottages #3 and #5
2. Redwood #24
3. Building #8

4. Ramsay Hall
5. Pool Building
6. Boiler Plant #13
7. Old Maintenance / Carpenter Shop #16
8. Detail Shop #18
9. Building #15 (potential Add-Alternate)
10. Laundry Building #12 (potential Add-Alternate)
11. Spud Cellar (potential Add-Alternate)

REQUIRED SERVICES

The State is requesting proposals for a Design-Build team who will work closely and in harmony with DPW and DHW and be proactive with the design and construction processes (design phases, Division of Occupational and Professional Licenses plan reviews/permitting, early bid packages, identify long lead items). The Design-Build team will be required to provide all services as per the standard DPW Design-Build Agreement and be licensed as required for the design and demolition work.

A total project budget of **\$1,500,000.00** has been established to include design fees, services, permitting fees, testing, construction, and construction contingency. A relatively complete construction cost estimate will be required during the Design Phase. At the end of the Design Phase final owner approval will be necessary to proceed to the Demolition Phase. This estimate, when approved, will become the Maximum Contract Price. A complete construction schedule and schedule of values will be required at the completion of the Design Phase and must be kept up to date throughout the project. Should the scope of work be expanded, additional funding would be added to the project.

The Design-Build Team is required to provide Construction Documents and Demolition Services. The design team and contractor shall be licensed to practice in the State of Idaho for their specific disciplines.

The Design-Build team will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, etc.

The Design-Build team will be required to meet, at a minimum, monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project, specific accomplishments related to the completion of the project, presentation of updated contingency log and look ahead schedule for identifying work progress.

The Design-Build team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design-Build team shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Design services have been completed.
2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Construction, along with recommended project budget.

PROPOSAL CONTENT

A. Basic Qualifications:

Provide basic data relative to Design-Build team size (both design disciplines and contractor if separate firms), history, personnel, special expertise, and general information. Specifically explain special expertise related to demolition of existing buildings in a campus setting. Identify resources available to meet project schedule, including the team's availability to start the project immediately and the ability to meet the construction timeline. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data. Specifically identify the team's makeup as to sole proprietorship, partnership, professional corporation, and any relationships that include joint ventures, associations, or other special or unique relationships. Indicate if the team has partnered on previous projects.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

B. Team Member Qualifications:

List all members of the design-build team, including the design professionals and consultants, expected to accomplish the work. Describe who will perform the various tasks, the amount of their involvement (pre-construction and during construction) and responsibilities, their qualifications, and relevant special expertise in product type and application. Provide a list of at least three (3) projects, with brief descriptions, which show the team member's ability to complete projects of this scope. Include information that supports the team's experience related to this specific project type.

C. Technical Approach to Project:

Include a statement of your technical approach to this specific project including design philosophy, understanding of program, challenges, and opportunities as well as alternative concepts and methods that might be explored. Discuss your ideas and process of value engineering a project during the current market conditions. Include your approach to staying within budget, phasing, working with local jurisdictions, existing applications, on site issues, and construction on an occupied campus setting. Limit Approach to Project to two (2) pages.

D. Management Approach to Project:

Describe the Design-Build team's management approach to the project including approaches to quality control, schedule, and cost estimation with examples of projects that the cost estimate was within budget and with minimal change orders. Include your approach to gathering stakeholder's input and acceptance. Demonstrate success during construction and how your team manages the process including documentation and close out. Use past projects as examples of your approach.

E. Examples of Work:

Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. Provide 3-5 project examples focusing on the successful demolition of buildings and/or infrastructure on an existing campus. Include name, location, short project description, project owner, square footage, initial projected construction cost, final construction cost, date of substantial completion, and a reference/contact for each project. If there is a differential between the budget and final construction cost, explain the reason for the difference. Provide examples showing the Design-Build Team's experience together.

F. Format: To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to perform the project and the approach to designing this specific project.

SUBMITTAL

Submit one (1) copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Design Professional/Contractor will rank the submittals deemed to be the most highly qualified to perform the required services. The selection committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State.

The ranking process is accomplished in two steps: 60 points for the Initial Ranking based on the written submittal, and 40 points for a Final Ranking based on an interview, if applicable. The selection committee will score the written submittals based on the criteria in the Qualification Statement Content. The scores will be based on the tables below.

The names of all firms that submitted proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all proposals become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Basic Qualifications	8
B	Specific Qualifications	10
C	Approach to Project	15
D	Management Approach	15
E	Examples of Work	10
F	Format	2
Written Total		60

Presentation – Interview Point Scoring	
Criteria	Maximum Possible Points
Competency and abilities to address the items that will be provided to the final ranked teams	20
Selection Committee’s Q & A	15
Overall Presentation Approach & Quality	5
Presentation – Interview Total	40

If interviews are scheduled, selected teams will be notified as to time, date, and content of the interview. Interviews will be held in person at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072. Questions to be addressed during the interview will be provided to the selected teams. The timeframe for the teams invited for an interview is approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee’s Q&A; and 5 minutes for the Design-Build team’s closing comments.

After interviewing the selected teams, the selection committee will re-rank the proposals to determine to determine the final score if applicable.

AWARD

Based on the results of the final proposals, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

PROPOSED DATES:

On Site Informational Visit	November 8, 2022
Last day to submit RFQ Questions	November 29, 2022
Receive RFQ Submittals	December 7, 2022
Oral Interviews	January 10, 2023
PBFAC Selection Approval	February 7, 2023
Negotiate Contract	March 2023
Substantial Completion	December 2023

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State’s standard terms including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance

coverage, except in special circumstances. The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

Attachments:

A: Site Plan showing buildings to be demolished and site access

B: Site Plan showing full campus

End 22362 Design-Build RFQ